

STATE OF CALIFORNIA

STEVE WESTLY,
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: September 17, 2003

CALATERS LETTER # 03-012

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: New Maintenance Report - Profile

A new report has been added to the CalATERS Production Maintenance Reports. This report provides a "snapshot" of the calprofile table provided by departments and loaded on the database allowing you to verify that files were loaded. This table contains confidential data (social security numbers) and can be very large; thus the Profile report only includes the UserID and Last Name. This should provide sufficient information for file load verification. If there appears to be a problem with the information, the SCO CalATERS Help Desk should be contacted. This report will be replaced by 1:00PM, each weekday with a new copy of data currently on the CalATERS database. Two versions will be maintained; the current version and the prior one.

If you have questions regarding this report, please contact your department's CalATERS Help Desk. Thank you.